



### VSMF GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS [DCR02]

(Please Type or Print All Information)

**1. Regulated Small MS4**

Name: \_\_\_\_\_

Location (County or City): \_\_\_\_\_

**2. Regulated Small MS4 Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. Name(s) of the receiving water(s) into which the small MS4 discharges:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Attach a description of the Best Management Practices (BMPs) that the owner or another entity proposes to implement for each of the following stormwater minimum control measures:**

- (1) public education and outreach on stormwater impacts,
- (2) public involvement/participation,
- (3) illicit discharge detection and elimination,
- (4) construction site stormwater runoff control,
- (5) post-construction stormwater management in new development and redevelopment, and
- (6) pollution prevention/good housekeeping for municipal operations.

**5. For each of the BMPs described in (4), list the measurable goals for each BMP including, as appropriate, the years in which the required actions will be undertaken, including interim milestones and the frequency of the action.**

**6. Attach a list of the person or persons responsible for implementing or coordinating the small MS4 stormwater management program.**

**7. Certification:** "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Department of Conservation and Recreation Use Only**

Accepted/Not Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Basin \_\_\_\_\_ Stream Class \_\_\_\_\_ Section \_\_\_\_\_ Special Standards \_\_\_\_\_

## INSTRUCTIONS for FORM DCR 199-148

### VSMF GENERAL PERMIT REGISTRATION STATEMENT FOR STORMWATER DISCHARGES FROM SMALL MUNICIPAL SEPARATE STORM SEWER SYSTEMS [DCR02]

#### WHO MUST FILE THE REGISTRATION STATEMENT

This registration statement must be completed and submitted by any regulated small MS4 requesting coverage under the above general permit for stormwater discharges.

1. Owners are regulated if they operate a small MS4, including but not limited to systems operated by federal, state, and local governments, including the Virginia Department of Transportation; and:

- The small MS4 is located in an urbanized area as determined by the latest Decennial Census by the Census Bureau. If the small MS4 is not located entirely within an urbanized area, only the portion that is within the urbanized area is regulated; or
- The small MS4 is designated by the Board.

2. An MS4 may be the subject of a petition to the Board to require a VSMF permit for their discharge of stormwater. If the Board determines that an MS4 needs a permit, the owner may use this registration statement to apply for coverage under the above general permit.

#### WHERE TO FILE THE REGISTRATION STATEMENT

The completed registration statement (with all attachments), a copy of the fee form and a copy of your check should be sent to the DCR's Urban Program's Section in the Division of Soil and Water Conservation. The original fee form, application fee of \$600.00, and a copy of the registration statement (without attachments) should be sent to the DCR's Division of Finance, Accounts Payable at the address given on the fee form.

#### COMPLETENESS

Complete all items except where indicated in order for your registration statement to be accepted. Attach separate sheets of paper for Item 4 (Description of BMPs), Item 5 (Measurable Goals), and Item 6 (Responsible Persons).

#### DEFINITIONS

**BMPs** means schedules of activities, prohibitions of practices including both a structural and nonstructural, maintenance procedures, and other management practices to prevent or reduce the pollution of surface waters from the impacts of land disturbing activities. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Owner** means the Commonwealth or any of its political subdivisions, including, but not limited to, sanitation district commissions and authorities, and any public or private institution, corporation, association, firm or company organized or existing under the laws of this or any other state or country, or any officer or agency of the United States, or any person or group of persons acting individually or as a group that owns, operates, charters, rents, or otherwise exercises control over or is responsible for any actual or potential discharge of sewage, industrial wastes, or other wastes to state waters, or any facility or operation that has the capability to alter the physical, chemical, or biological properties of state waters in contravention of Section 62.1-44.5 of the Code of Virginia.

**Small MS4** means all separate storm sewers that are: (1) Owned or operated by the United States, a state, city, town, borough, county, parish, district, association, or other public body (created by or pursuant to state law) having jurisdiction over disposal of sewage, industrial wastes, stormwater, or other wastes, including special districts under state law such as a sewer district, flood control district or drainage district, or similar entity, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved management agency under subsection 208 of the CWA that discharges to surface waters; and (2) Not defined as "large" or "medium" municipal separate storm sewer systems, or designated under 4 VAC50-60-380 A 1. This term includes systems similar to

separate storm sewer systems in municipalities, such as systems at military bases, large hospital or prison complexes, and highways and other thoroughfares. The term does not include separate storm sewers in very discrete areas, such as individual buildings.

#### LINE BY LINE INSTRUCTIONS

##### Item 1. REGULATED SMALL MS4

Provide the **name** of the regulated small MS4.  
Provide the **location** (county name or city name) where the small MS4 is located.

##### Item 2. REGULATED SMALL MS4 OWNER

Provide the **name** of the owner of the regulated small MS4.  
Provide the small MS4 owner's **address**.  
Provide the small MS4 owner's **city, state, zip code** and **phone number**.

##### Item 3. RECEIVING WATER(S)

Provide the **names(s) of the receiving water(s) into which the small MS4 discharges**.

##### Item 4. DESCRIPTION OF BMP's

Attach a description of the **Best Management Practices (BMPs)** that the owner or another entity proposes to implement for each of the six stormwater minimum control measures.

##### Item 5. MEASURABLE GOALS

For each of the BMPs described in Item 4, list the **measurable goals** for each BMP including, as appropriate, the years in which the required actions will be undertaken, including interim milestones and the frequency of the action.

##### Item 6. RESPONSIBLE PERSON(S)

Attach a list of the person or persons that will be responsible for implementing each of the small MS4 stormwater management program minimum control measures.

##### Item 7. CERTIFICATION

State statutes provide for severe penalties for submitting false information on this Registration Statement. State regulations require this Registration Statement to be signed as follows:

(1) For a corporation: by a responsible corporate officer. For the purpose of this subsection, a responsible corporate officer means:

(a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or

(b) the manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

(2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

(3) For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this subsection, a principal executive officer of a public agency includes:

(a) The chief executive officer of the agency, or

(b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.